

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

936-10

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NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Agriculture

State Board of Veterinary Medical Examiners

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>Hospital Inspection Reports</u> Arranged individually by hospital and containing the inspection reports made on that particular facility.	Retain for three (3) years, then destroy.
2.	<u>General Correspondence</u> File includes but is not limited to information, notification of delinquent fees, statements from continuing education reviews, memorandums, requests for printings, and program evaluation reports.	Retain for three (3) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Hall of Records.
3.	<u>Complaint Files</u> File consists of complaints against specific veterinary practitioners, response from doctors involved, Board decisions, copies of subpoenas, and transcripts of hearings in certain cases.	Retain in office screening annually to destroy that material which has exceeded all administrative value as determined by the Board.
4.	<u>Examination Candidates - Passing</u> File consists of candidates request to sit for the Maryland Examination, their National Board Scores, a personal history form, two photographs of the candidate, a photocopy of their diplomas and notification of passing legal requirements for licensure.	Retain in office until candidate passes examination and for three (3) years and audit, then destroy.
5.	<u>Examination Candidates - Failing</u> File consists of candidates request to sit for the State Board Examination, National Board scores, photographs of candidate, photocopy of diploma, and notification that they failed to meet Maryland's licensing requirements.	Retain in office for three (3) years, and audit, then destroy.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

2-23-83

Ernest C. Shallick Director

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
6.	<p><u>Sodium Pentobarbital Permits and Applications</u></p> <p>File contains applications made by humane societies, animal shelters, and S.P.C.A.'s for permits to use sodium pentobarbital, a list of qualifying agencies with permit numbers and a monthly record check sheet</p>	<p>Retain for three (3) years, and/or until audited, then destroy.</p>